

~~TOP SECRET~~  
Any info reflected

12 August 1953

EYES ONLY

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : General Services

In further reference to your memoranda dated 22 July and 10 August 1953 on your proposal to transfer the functions of General Services to other Agency components, the following comments are submitted as requested:

1. The basis for your proposal as stated in the referenced memoranda is your belief and assumption that a more efficient operation and a savings in personnel and money will result from such action.
2. As stated in your memorandum dated 22 July 1953, a detailed examination has not been made to support your assumption.
3. We recommend that the following be considered in arriving at a decision on the proposal:

a. Organizational Clarification

Functions of General Services, Logistics, and the Comptroller be reviewed in conference with the people now responsible for these functions, as well as the people who would assume the responsibilities.

b. Performance Review

Review the performance of General Services in carrying out present functions in comparison with accomplishments when said functions were at one time or another the responsibilities of other organizational components.

- (1) Accomplishments in Records Management, as compared to performance when these functions were assigned to the Advisor for Management and the Assistant Director, OCD.
- (2) Accomplishments and performance of Machine Records function against performance when this function was the responsibility of the Special Support Staff.

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(3) Performance review of the Printing and Reproduction Division as to establishment, supervision, growth and services rendered.

4. We believe that a study of the proposal should be made to determine that such action will verify and support the assumptions of (1), a more efficient operation, (2) savings in personnel, and (3) savings in money.
5. A review of the reorganization in August, 1952, whereby the Transportation and Real Estate functions were transferred from General Services to Logistics, will indicate, I believe, that such action did not result in savings in personnel and money. To the contrary, I believe a review will show there was a considerable increase in and upgrading of personnel without a comparable increase in workload.
6. Approximately 10 months after transportation was transferred to Logistics, it has been determined that the Travel function should now be performed by the Personnel Office. I know that during the 10-month period considerable time was given to the study of this matter, which may have been avoided if an examination of functions and performance, as we are suggesting on the subject proposal, had been made prior to the reorganization.
7. For your consideration, I am attaching hereto a history of the organizational concept under the DD/A, particularly as is related to Services and Logistics. Such a history, we believe, supports our recommendation that a detailed study of the proposal should be made prior to rendering a decision.

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[Redacted]  
Chief, General Services Office

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ATTACH:

Appendix A - Organizational History

HJP:mew

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HISTORY OF THE ORGANIZATIONAL CONCEPT UNDER DD/A  
PARTICULARLY AS IT RELATES TO THE SERVICES AND LOGISTICS ACTIVITIES

1. From 1946 to 1 July 1947, the Services Division consisted of the Reproduction Division, Transportation Division, Supply Division, and Property Control Division on the overt side. On the covert side, the Projects Support Division, there was a section known as Supply and Transportation.
2. Effective 10 July 1947, the Services Branch was comprised of the Supply Division, Transportation Division, Property Control Division, the Central Records Division, and the Reproduction Division.
3. Effective 21 May 1948, Central Records was transferred to OCD.
4. Effective 7 December 1948, Graphics was transferred to Reproduction.
5. Effective 1 January 1949 the Services Office was split into Overt Division and the Covert Division, and the Projects Support Division was abolished. On the covert side were the Transportation and Procurement and Supply Divisions and on the overt side the Transportation, Reproduction, Supply, Property Control, General Services Divisions.
6. Effective 20 April 1949 Graphics was transferred to another activity outside Services.
7. Effective 1 October 1949 the Overt Support Staff and the Covert Support Staff were established, each with responsibility for separate Personnel, Fiscal and Services Divisions.
8. Effective 5 October 1949 the name of the Covert Support Staff was changed to the Special Support Staff and the Overt Support Staff was changed to Administrative Staff, each with separate Personnel, Fiscal, and Services activities responsible to it. However, the Administrative Staff included the Medical Division.
9. Effective 1 December 1950 the Special Support Staff and Administrative Staff were abolished and the Procurement Office was established with the Administrative Services Office on an equal level. The Procurement Office consisted only of procurement and purchasing activities. The Administrative Services Office consisted of the Real Estate and Construction Division, Transportation Division, Printing and Reproduction Division, Building Maintenance and Utilities Division, and the General Services Division, which included Machine Records and Records Management and Distribution. Incidentally, Graphics was again included as a part of the Printing and Reproduction Division.

10. Effective 18 January 1951 Graphics was transferred to ORR.
11. Effective 29 December 1951 the General Services Office was established which included Administrative Service (formerly the Office of Administrative Services) but there was added to it the Organization and Methods Service (formerly the Office of Management Analysis.)
12. Effective 11 August 1952 the Office of General Services, as it existed was abolished and the Organization and Methods Service was transferred to the Comptroller's Office and the Transportation activity of Administrative Service was transferred to the Procurement and Supply Office. The name of the remaining Administrative Service activities was changed to the General Services Office.
13. Effective 20 August 1952 the Real Estate and Construction Division of the Office of General Services was transferred to the Office of Procurement and Supply. The Office of General Services then consisted of the Records Services Division, the Printing and Reproduction Division, the Building Maintenance and Utilities Division, and the Garage, Motor Pool and Space functions.
14. Effective 10 November 1952 the garage and trucking functions were transferred from the Office of General Services to the Office of Procurement and Supply.
15. There were numerous other changes involving transfers of functions to and from the Office of General Services. The above history, however, points out the obvious organizational confusion.